

Comptroller's Directive No. 3-07
Attachment 11
Private-purpose Trust Fund Financial Statement Template

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| Purpose | This attachment is used to obtain the financial statement and footnote information for private-purpose funds. This attachment is similar to prior year's Attachment 11. |
| Applicable agencies | This attachment is applicable to all agencies with private-purpose funds specified on pages 11-13 in the Preparation of GAAP Basis Financial Statement Templates (Attachments 8-12) section of this Directive. |
| Due date | August 16, 2007 |
| Certification | The Certification tab is new for FY 2007, and it requires all preparers and reviewers to type their name on this form. Please note that there should be a segregation of duties; therefore, the preparer and the reviewer should not be the same individual for any tab. By typing a name, the individual is certifying that all tabs of this attachment have been reviewed, the information is both complete and accurate, and the preparer and reviewer were not the same individual for any tab. |
| Submission requirements | <p>Contact DOA if the agency has any problems with the files.</p> <p>A separate template must be completed for each Private-purpose fund specified in the Directive. <u>After downloading the files, rename the spreadsheet file using the agency number followed by Att11-Fund Number.</u> For example, if agency 151 has two private-purpose funds, two attachments will be submitted. The attachments will be renamed as 151Att11-PP1.xls and ,151Att11-PP2.xls.</p> <p>Submit the Excel spreadsheet electronically to finrept-agyatt@doa.virginia.gov.</p> <p>Copy APA via e-mail to APAFinRept@apa.virginia.gov.</p> <p>Do <u>not</u> submit paper copies of the Excel attachment.</p> |

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**Attachment
revisions**

If attachment revisions are made subsequent to DOA acknowledgement of receipt and acceptance of the original attachment submission, **resubmit the revised attachment AND complete the Revision Control Log tab in the attachment excel file.**

Enter the revision date, applicable excel file tab name, row number and column letter revised, and the previous and revised information. Document text changes and numerical changes. Only enter changes for amounts actually keyed. For example, if a non-keyed, calculated total changes as a result of the revision, this does not need to be documented on the Revision Control Log.

If the attachment is revised more than once, do not delete control log revision information from the previous revision. Enter the new revision date and the additional revisions in the rows following the initial revision rows. This log should document all revisions from the initial attachment submission.

Each time a revision is submitted the **Certification** tab should be updated with new signatures and dates.

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**General
information**

1. The templates include numerous features, including automated comments and validation messages, to assist in the preparation and review of financial data.
 2. Refer to **Attachment 22, Cash, Cash Equivalents, and Investments at June 30** and **[GASBS No. 40](#)** for guidance on completing the cash, cash equivalent, and investment footnotes (tabs 1A, 1B, & 1C).
 3. Ensure that all footnote tabs applicable to the data entered on the statements are completed. All funds must complete **Tab 3 – Miscellaneous**.
 4. Refer to the **[GASBS No. 33 – Nonexchange Transactions Overview](#)**, **[GASBS No. 34 – Financial Reporting Model Overview](#)**, and **Additional Guidance for Preparation of GAAP Basis Fund Financial Statement Templates** sections of this Directive for additional preparation guidance.
 5. Each template requires completion of a fluctuation analysis of prior year and current year balances. The prior year amounts on **Tab 5 – Fluctuation Analysis** will automatically populate based on the fund name selected on the template. Each agency should review the Directive section entitled **Additional Guidelines for Preparation of GAAP Basis Fund Financial Statement Templates, Fluctuation Analysis Guidelines and Materiality Scopes** to determine the dollar and percentage variance that requires an explanation.
 6. Provide explanations for the fluctuation analysis in a Microsoft Word document and submit with the template. In your explanations quantify the underlying reasons (i.e., management decision, trend, event) for the change, don't just state the item increased or that the item increased because another item decreased.
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